

		FOR OHF USE					

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2001
STATE OF ILLINOIS
DEPARTMENT OF PUBLIC AID
FINANCIAL AND STATISTICAL REPORT FOR
LONG-TERM CARE FACILITIES
(FISCAL YEAR 2001)

IMPORTANT NOTICE
 THIS AGENCY IS REQUESTING DISCLOSURE OF INFORMATION
 THAT IS NECESSARY TO ACCOMPLISH THE STATUTORY
 PURPOSE AS OUTLINED IN 210 ILCS 45/3-208. DISCLOSURE
 OF THIS INFORMATION IS MANDATORY. FAILURE TO PROVIDE
 ANY INFORMATION ON OR BEFORE THE DUE DATE WILL
 RESULT IN CESSATION OF PROGRAM PAYMENTS. THIS FORM
 HAS BEEN APPROVED BY THE FORMS MANAGEMENT CENTER.

I. IDPH Facility ID Number: <u>0003020</u>		II. CERTIFICATION BY AUTHORIZED FACILITY OFFICER	
Facility Name: <u>MENARD CONVALESCENT CENTER</u>		I have examined the contents of the accompanying report to the State of Illinois, for the period from <u>12/1/00</u> to <u>11/30/01</u> and certify to the best of my knowledge and belief that the said contents are true, accurate and complete statements in accordance with applicable instructions. Declaration of preparer (other than provider) is based on all information of which preparer has any knowledge.	
Address: <u>120 W. ANTLE</u> <u>PETERSBURG</u> <u>62675</u> Number City Zip Code		Intentional misrepresentation or falsification of any information in this cost report may be punishable by fine and/or imprisonment.	
County: <u>MENARD</u>		Officer or Administrator of Provider (Signed) _____ (Date) _____ (Type or Print Name) <u>JERRY W. JENNINGS</u> (Title) <u>CONTROLLER</u>	
Telephone Number: <u>217-632-2249</u> Fax # <u>217-632-2314</u>		Paid Preparer (Signed) _____ (Date) _____ (Print Name and Title) _____ (Firm Name & Address) _____ (Telephone) <u>()</u> Fax # ()	
IDPA ID Number: <u>37-0856151001</u>		MAIL TO: OFFICE OF HEALTH FINANCE ILLINOIS DEPARTMENT OF PUBLIC AID 201 S. Grand Avenue East Springfield, IL 62763-0001 Phone # (217) 782-1630	
Date of Initial License for Current Owners: <u>12/1/66</u>			
Type of Ownership:			
<input type="checkbox"/> VOLUNTARY, NON-PROFIT <input type="checkbox"/> Charitable Corp. <input type="checkbox"/> Trust IRS Exemption Code _____		<input checked="" type="checkbox"/> PROPRIETARY <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> "Sub-S" Corp. <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Trust <input type="checkbox"/> Other _____	
<input type="checkbox"/> GOVERNMENTAL <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Other _____			
In the event there are further questions about this report, please contact: Name: <u>JERRY W. JENNINGS</u> Telephone Number: <u>217-787-8530</u>			

Facility Name & ID Number MENARD CONVALESCENT CENTER# 0003020 Report Period Beginning: 12/1/00 Ending: 11/30/01**III. STATISTICAL DATA**A. Licensure/certification level(s) of care; enter number of beds/bed days,
(must agree with license). Date of change in licensed beds _____

	1	2	3	4	
	Beds at Beginning of Report Period	Licensure Level of Care	Beds at End of Report Period	Licensed Bed Days During Report Period	
1	<u>59</u>	Skilled (SNF)	<u>59</u>	<u>21,535</u>	1
2		Skilled Pediatric (SNF/PED)			2
3	<u>27</u>	Intermediate (ICF)	<u>27</u>	<u>9,855</u>	3
4		Intermediate/DD			4
5		Sheltered Care (SC)			5
6		ICF/DD 16 or Less			6
7	<u>86</u>	TOTALS	<u>86</u>	<u>31,390</u>	7

B. Census-For the entire report period.

	1	2	3	4	5	
	Level of Care	Patient Days by Level of Care and Primary Source of Payment				
		Public Aid Recipient	Private Pay	Other	Total	
8	SNF			<u>1,916</u>	<u>1,916</u>	8
9	SNF/PED					9
10	ICF	<u>12,554</u>	<u>4,945</u>		<u>17,499</u>	10
11	ICF/DD					11
12	SC					12
13	DD 16 OR LESS					13
14	TOTALS	<u>12,554</u>	<u>4,945</u>	<u>1,916</u>	<u>19,415</u>	14

C. Percent Occupancy. (Column 5, line 14 divided by total licensed
bed days on line 7, column 4.) 61.85%

D. How many bed-hold days during this year were paid by Public Aid?

0 (Do not include bed-hold days in Section B.)E. List all services provided by your facility for non-patients.
(E.g., day care, "meals on wheels", outpatient therapy)NONEF. Does the facility maintain a daily midnight census? YESG. Do pages 3 & 4 include expenses for services or
investments not directly related to patient care?YES ☐ NO ☒

H. Does the BALANCE SHEET (page 17) reflect any non-care assets?

YES ☐ NO ☒

I. On what date did you start providing long term care at this location?

Date started / /66

J. Was the facility purchased or leased after January 1, 1978?

YES ☐ Date _____ NO ☒

K. Was the facility certified for Medicare during the reporting year?

YES ☒ NO ☐ If YES, enter number
of beds certified 19 and days of care provided 1,916Medicare Intermediary ADMINISTAR FEDERAL OF KENTUCKY

IV. ACCOUNTING BASIS

ACCRUAL ☒ MODIFIED CASH* ☐ CASH* ☐Is your fiscal year identical to your tax year? YES ☒ NO ☐Tax Year: 11/30/01 Fiscal Year: 11/30/01

* All facilities other than governmental must report on the accrual basis.

STATE OF ILLINOIS

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Facility Name & ID Number MENARD CONVALESCENT CENTER # 0003020 Report Period Beginning: 12/1/00 Ending: 11/30/01

V. COST CENTER EXPENSES (throughout the report, please round to the nearest dollar)

	Operating Expenses	Costs Per General Ledger				Reclass-ification 5	Reclassified Total 6	Adjust-ments 7	Adjusted Total 8	FOR OHF USE ONLY		
		Salary/Wage 1	Supplies 2	Other 3	Total 4					9	10	
	A. General Services											
1	Dietary	78,331	9,754	4,326	92,411		92,411		92,411			1
2	Food Purchase		62,162		62,162		62,162	(2,137)	60,025			2
3	Housekeeping	23,852	6,657		30,509		30,509		30,509			3
4	Laundry	14,729	7,340		22,069		22,069		22,069			4
5	Heat and Other Utilities			50,994	50,994		50,994		50,994			5
6	Maintenance	24,732	11,794	22,845	59,371		59,371	702	60,073			6
7	Other (specify):* Utility workers	14,748			14,748		14,748		14,748			7
8	TOTAL General Services	156,392	97,707	78,165	332,264		332,264	(1,435)	330,829			8
	B. Health Care and Programs											
9	Medical Director	12,101		5,000	17,101		17,101		17,101			9
10	Nursing and Medical Records	493,671	79,272	22,986	595,929	(53,990)	541,939	1,106	543,045			10
10a	Therapy	17,711	183	102,066	119,960	(102,066)	17,894		17,894			10a
11	Activities	27,691	1,585		29,276		29,276		29,276			11
12	Social Services			2,962	2,962		2,962		2,962			12
13	Nurse Aide Training	3,497	86	4,682	8,265		8,265		8,265			13
14	Program Transportation											14
15	Other (specify):*											15
16	TOTAL Health Care and Programs	554,671	81,126	137,696	773,493	(156,056)	617,437	1,106	618,543			16
	C. General Administration											
17	Administrative	46,406		8,064	54,470	1,382	55,852	25,937	81,789			17
18	Directors Fees											18
19	Professional Services			125,749	125,749		125,749	(119,133)	6,616			19
20	Dues, Fees, Subscriptions & Promotions			4,184	4,184		4,184	(1,783)	2,401			20
21	Clerical & General Office Expenses	20,942	6,676	3,374	30,992		30,992	12,926	43,918			21
22	Employee Benefits & Payroll Taxes			133,696	133,696		133,696	7,735	141,431			22
23	Inservice Training & Education			1,034	1,034		1,034	40	1,074			23
24	Travel and Seminar			2,177	2,177	(1,651)	526	503	1,029			24
25	Other Admin. Staff Transportation											25
26	Insurance-Prop.Liab.Malpractice			82,322	82,322		82,322	288	82,610			26
27	Other (specify):*			5,331	5,331		5,331	(5,331)				27
28	TOTAL General Administration	67,348	6,676	365,931	439,955	(269)	439,686	(78,818)	360,868			28
29	TOTAL Operating Expense (sum of lines 8, 16 & 28)	778,411	185,509	581,792	1,545,712	(156,325)	1,389,387	(79,147)	1,310,240			29

*Attach a schedule if more than one type of cost is included on this line, or if the total exceeds \$1000.

NOTE: Include a separate schedule detailing the reclassifications made in column 5. Be sure to include a detailed explanation of each reclassification.

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Facility Name & ID Number **MENARD CONVALESCENT CENTER**

#0003020

Report Period Beginning:

12/1/00

Ending:

11/30/01

V. COST CENTER EXPENSES (continued)

	Capital Expense	Cost Per General Ledger				Reclass- ification 5	Reclassified Total 6	Adjust- ments 7	Adjusted Total 8	FOR OHF USE ONLY		
		Salary/Wage 1	Supplies 2	Other 3	Total 4					9	10	
	D. Ownership											
30	Depreciation			19,123	19,123		19,123	1,772	20,895			30
31	Amortization of Pre-Op. & Org.											31
32	Interest											32
33	Real Estate Taxes			13,553	13,553		13,553		13,553			33
34	Rent-Facility & Grounds							2,791	2,791			34
35	Rent-Equipment & Vehicles											35
36	Other (specify):*											36
37	TOTAL Ownership			32,676	32,676		32,676	4,563	37,239			37
	Ancillary Expense											
	E. Special Cost Centers											
38	Medically Necessary Transportation											38
39	Ancillary Service Centers					156,325	156,325		156,325			39
40	Barber and Beauty Shops											40
41	Coffee and Gift Shops											41
42	Provider Participation Fee			47,085	47,085		47,085		47,085			42
43	Other (specify):*											43
44	TOTAL Special Cost Centers			47,085	47,085	156,325	203,410		203,410			44
45	GRAND TOTAL COST (sum of lines 29, 37 & 44)	778,411	185,509	661,553	1,625,473		1,625,473	(74,584)	1,550,889			45

*Attach a schedule if more than one type of cost is included on this line, or if the total exceeds \$1000.

Facility Name & ID Number **MENARD CONVALESCENT CENTER**

0003020

Report Period Beginning: 12/1/00

Ending: 11/30/01

VI. ADJUSTMENT DETAIL**A. The expenses indicated below are non-allowable and should be adjusted out of Schedule V, pages 3 or 4 via column 7.****In column 2 below, reference the line on which the particular cost was included. (See instructions.)**

		1	2	3	
	NON-ALLOWABLE EXPENSES	Amount	Refer-	OHF USE	
			ence	ONLY	
1	Day Care	\$		\$	1
2	Other Care for Outpatients				2
3	Governmental Sponsored Special Programs				3
4	Non-Patient Meals				4
5	Telephone, TV & Radio in Resident Rooms				5
6	Rented Facility Space				6
7	Sale of Supplies to Non-Patients				7
8	Laundry for Non-Patients				8
9	Non-Straightline Depreciation	577	30		9
10	Interest and Other Investment Income				10
11	Discounts, Allowances, Rebates & Refunds	(693)	21		11
12	Non-Working Officer's or Owner's Salary				12
13	Sales Tax	(1,727)	27		13
14	Non-Care Related Interest				14
15	Non-Care Related Owner's Transactions				15
16	Personal Expenses (Including Transportation)				16
17	Non-Care Related Fees				17
18	Fines and Penalties				18
19	Entertainment				19
20	Contributions				20
21	Owner or Key-Man Insurance				21
22	Special Legal Fees & Legal Retainers	(694)	19		22
23	Malpractice Insurance for Individuals				23
24	Bad Debt	(392)	27		24
25	Fund Raising, Advertising and Promotional	(1,599)	20		25
26	Income Taxes and Illinois Personal Property Replacement Tax	(3,212)	27		26
27	Nurse Aide Training for Non-Employees				27
28	Yellow Page Advertising	(275)	20		28
29	Other-Attach Schedule VENDING	(2,137)	2		29
30	SUBTOTAL (A): (Sum of lines 1-29)	\$ (10,152)		\$	30

OHF USE ONLY						
48		49	50	51	52	

B. If there are expenses experienced by the facility which do not appear in the general ledger, they should be entered below.(See instructions.)

		1	2	
		Amount	Reference	
31	Non-Paid Workers-Attach Schedule*	\$		31
32	Donated Goods-Attach Schedule*			32
	Amortization of Organization &			
33	Pre-Operating Expense			33
	Adjustments for Related Organization			
34	Costs (Schedule VII)	(64,432)	VAR	34
35	Other- Attach Schedule			35
36	SUBTOTAL (B): (sum of lines 31-35)	\$ (64,432)		36
	(sum of SUBTOTALS			
37	TOTAL ADJUSTMENTS (A) and (B))	\$ (74,584)		37

*These costs are only allowable if they are necessary to meet minimum licensing standards. Attach a schedule detailing the items included on these lines.

C. Are the following expenses included in Sections A to D of pages 3 and 4? If so, they should be reclassified into Section E. Please reference the line on which they appear before reclassification. (See instructions.)

		1	2	3	4	
		Yes	No	Amount	Reference	
38	Medically Necessary Transport.		X	\$		38
39	THERAPY	X		102,066	10A	39
40	Gift and Coffee Shops		X			40
41	Barber and Beauty Shops		X			41
42	Laboratory and Radiology	X		1,996	10	42
43	Prescription Drugs	X		40,649	10	43
44	Exceptional Care Program		X			44
45	Other-Attach Schedule Oxygen	X		11,448	10	45
46	Other-Attach Schedule Med. Supp.	X		166	10	46
47	TOTAL (C): (sum of lines 38-46)			\$ 156,325		47

STATE OF ILLINOIS

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MENARD CONVALESCENT CENTER

ID#0003020

Report Period Beginning:12/1/00

Ending:11/30/01

NON-ALLOWABLE EXPENSES		Amount	Sch. V Line Reference
1		\$	1
2			2
3			3
4			4
5			5
6			6
7			7
8			8
9			9
10			10
11			11
12			12
13			13
14			14
15			15
16			16
17			17
18			18
19			19
20			20
21			21
22			22
23			23
24			24
25			25
26			26
27			27
28			28
29			29
30			30
31			31
32			32
33			33
34			34
35			35
36			36
37			37
38			38
39			39
40			40
41			41
42			42
43			43
44			44
45			45
46			46
47			47
48			48
49	Total	0	49

Summary A

0003020

Report Period Beginning:

12/1/00

Ending:

11/30/01

SUMMARY OF PAGES 5, 5A, 6, 6A, 6B, 6C, 6D, 6E, 6F, 6G, 6H AND 6I

[illegible]

Summary B

Facility Name & ID Number	MENARD CONVALESCENT CENTER	#	0003020	Report Period Beginning:	12/1/00	Ending:	11/30/01
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SUMMARY OF PAGES 5, 5A, 6, 6A, 6B, 6C, 6D, 6E, 6F, 6G, 6H AND 6I

[illegible]

VII. RELATED PARTIES

A. Enter below the names of ALL owners and related organizations (parties) as defined in the instructions. Attach an additional schedule if necessary.

1 OWNERS		2 RELATED NURSING HOMES		3 OTHER RELATED BUSINESS ENTITIES		
Name	Ownership %	Name	City	Name	City	Type of Business
SAM KLEIN	25.00	D'ADRIAN CONVALESCENT CENTER, INC.	GODFREY	Nursing Home Mngrs.	SPRINGFIELD	MANAGEMENT
H. RAYMOND KLEIN	25.00	HILLTOP NURSING HOME, INC.	CHARLESTON			
ROBERT SCHAFER	25.00	JACKSONVILLE CONVALESCENT CENTER, INC	JACKSONVILLE			
BARRY FREE	25.00	MEADOW MANOR, INC.	TAYLORVILLE			
		SUNRISE MANOR OF VIRDEN, INC.	VIRDEN			

B. Are any costs included in this report which are a result of transactions with related organizations? This includes rent, management fees, purchase of supplies, and so forth. ☒ YES ☐ NO

If yes, costs incurred as a result of transactions with related organizations must be fully itemized in accordance with the instructions for determining costs as specified for this form.

1 Schedule V	2 Line	3 Cost Per General Ledger Item	4 Amount	5 Cost to Related Organization Name of Related Organization	6 Percent of Ownership	7 Operating Cost of Related Organization	8 Difference: Adjustments for Related Organization Costs (7 minus 4)	
1	V	19 MANAGEMENT FEE	\$ 124,857	NURSING HOME MANAGERS, INC.	50.00%	\$	\$ (124,857)	1
2	V	VAR SEE ATTACHED SCHEDULES		NURSING HOME MANAGERS, INC.		54,079	54,079	2
3	V	19 ACCOUNTING		NURSING HOME MANAGERS, INC. DIRECT ALLOCATION		6,346	6,346	3
4	V	24 TRAVEL	226	TO TRANSFER 31% OF HOME OFFICE TRAVEL			(226)	4
5	V	17 ADMINISTRATIVE		TO ADMINISTRATIVE PER DESK REVIEW		226	226	5
6	V							6
7	V							7
8	V							8
9	V							9
10	V							10
11	V							11
12	V							12
13	V							13
14	Total		\$ 125,083			\$ 60,651	\$ * (64,432)	14

* Total must agree with the amount recorded on line 34 of Schedule VI.

STATE OF ILLINOIS

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Facility Name & ID Number MENARD CONVALESCENT CENTER # 0003020 Report Period Beginning: 12/1/00 Ending: 11/30/01

VII. RELATED PARTIES (continued)

C. Statement of Compensation and Other Payments to Owners, Relatives and Members of Board of Directors.

NOTE: ALL owners (even those with less than 5% ownership) and their relatives who receive any type of compensation from this home must be listed on this schedule.

	1 Name	2 Title	3 Function	4 Ownership Interest	5 Compensation Received From Other Nursing Homes*	6 Average Hours Per Work Week Devoted to this Facility and % of Total Work Week		7 Compensation Included in Costs for this Reporting Period**		8 Schedule V. Line & Column Reference	
						Hours	Percent	Description	Amount		
1	SAM KLEIN	PRESIDENT	MANAGEMENT	25.00					\$ 1,239	17-7	1
2	H. RAYMOND KLEIN	OWNER	MANAGEMENT	25.00					1,239	17-7	2
3	ROBERT SCHAFER	MED. DIRECTOR	MED. DIRECTOR	25.00		6	12.00		12,101	9-1	3
4											4
5											5
6			Sam Klein and H. Raymond Klein were paid by Nursing Home Managers, Inc.,								6
7			a related organization. Total compensation of \$9,240 for each Sam Klein and								7
8			H. Raymond Klein was allocated among the six related nursing homes, based								8
9			upon 10 hours per week for Sam Klein and 10 hours per week for H. Raymond Klein.								9
10											10
11											11
12											12
13								TOTAL	\$ 14,579		13

* If the owner(s) of this facility or any other related parties listed above have received compensation from other nursing homes, attach a schedule detailing the name(s) of the home(s) as well as the amount paid. THIS AMOUNT MUST AGREE TO THE AMOUNTS CLAIMED ON THE THE OTHER NURSING HOMES' COST REPORTS.

** This must include all forms of compensation paid by related entities and allocated to Schedule V of this report (i.e., management fees).
FAILURE TO PROPERLY COMPLETE THIS SCHEDULE INDICATING ALL FORMS OF COMPENSATION RECEIVED FROM THIS HOME,
ALL OTHER NURSING HOMES AND MANAGEMENT COMPANIES MAY RESULT IN THE DISALLOWANCE OF SUCH COMPENSATION

Facility Name & ID Number MENARD CONVALESCENT CENTER # 0003020 Report Period Beginning: 12/1/00 Ending: 11/30/01

VIII. ALLOCATION OF INDIRECT COSTS

A. Are there any costs included in this report which were derived from allocations of central office or parent organization costs? (See instructions.) YES ☒ NO ☐

Name of Related Organization Nursing Home Managers, Inc.
 Street Address 2653 W. Lawrence, Suite B.
 City / State / Zip Code Springfield, IL 62704
 Phone Number (217) 787-8530
 Fax Number (217) 787-9840

B. Show the allocation of costs below. If necessary, please attach worksheets.

1 Schedule V Line Reference	2 Item	3 Unit of Allocation (i.e., Days, Direct Cost, Square Feet)	4 Total Units	5 Number of Subunits Being Allocated Among	6 Total Indirect Cost Being Allocated	7 Amount of Salary Cost Contained in Column 6	8 Facility Units	9 Allocation (col.8/col.4)x col.6	
1					\$	\$		\$	1
2									2
3									3
4									4
5	SEE ATTACHED SCHEDULES								5
6									6
7									7
8									8
9									9
10									10
11									11
12									12
13									13
14									14
15									15
16									16
17									17
18									18
19									19
20									20
21									21
22									22
23									23
24									24
25	TOTALS				\$	\$		\$	25

IX. INTEREST EXPENSE AND REAL ESTATE TAX EXPENSE

A. Interest: (Complete details must be provided for each loan - attach a separate schedule if necessary.)

1		2		3		4		5		6		7		8		9		10	
	Name of Lender	Related**		Purpose of Loan	Monthly Payment Required	Date of Note	Amount of Note		Maturity Date	Interest Rate (4 Digits)	Reporting Period Interest Expense								
		YES	NO				Original	Balance											
	A. Directly Facility Related Long-Term																		
1							\$				\$	1							
2												2							
3												3							
4												4							
5												5							
	Working Capital																		
6												6							
7												7							
8												8							
9	TOTAL Facility Related						\$		\$		\$	9							
	B. Non-Facility Related*																		
10												10							
11												11							
12												12							
13												13							
14	TOTAL Non-Facility Related						\$		\$		\$	14							
15	TOTALS (line 9+line14)						\$		\$		\$	15							

* Any interest expense reported in this section should be adjusted out on page 5, line 14 and, consequently, page 4, col. 7.

(See instructions.)

** If there is ANY overlap in ownership between the facility and the lender, this must be indicated in column 2.

(See instructions.)

Facility Name & ID Number **MENARD CONVALESCENT CENTER**# **0003020** Report Period Beginning: **12/1/00** Ending: **11/30/01****IX. INTEREST EXPENSE AND REAL ESTATE TAX EXPENSE (continued)****B. Real Estate Taxes**

Important , please see the next worksheet, "RE_Tax". The real estate tax statement and bill must accompany the cost report.			
1. Real Estate Tax accrual used on 2000 report.		\$	12,714 1
2. Real Estate Taxes paid during the year: (Indicate the tax year to which this payment applies. If payment covers more than one year, detail below.)		\$	13,705 2
3. Under or (over) accrual (line 2 minus line 1).		\$	991 3
4. Real Estate Tax accrual used for 2001 report. (Detail and explain your calculation of this accrual on the lines below.)		\$	12,562 4
5. Direct costs of an appeal of tax assessments which has NOT been included in professional fees or other general operating costs on Schedule V, sections A, B or C. (Describe appeal cost below. Attach copies of invoices to support the cost and a copy of the appeal filed with the county.)		\$	5
6. Subtract a refund of real estate taxes. You must offset the full amount of any direct appeal costs classified as a real estate tax cost plus one-half of any remaining refund. TOTAL REFUND \$ For 19 Tax Year. (Attach a copy of the real estate tax appeal board's decision.)		\$	6
7. Real Estate Tax expense reported on Schedule V, line 33. This should be a combination of lines 3 thru 6.		\$	13,553 7
Real Estate Tax History:			
Real Estate Tax Bill for Calendar Year:	1996 13,420 8		
	1997 13,496 9		
	1998 13,488 10		
	1999 13,870 11		
	2000 13,705 12		
LINE 4 ACCRUAL 11/12 * 13705 = 12562		13	FROM R. E. TAX STATEMENT FOR 2000 \$ 13
		14	PLUS APPEAL COST FROM LINE 5 \$ 14
		15	LESS REFUND FROM LINE 6 \$ 15
		16	AMOUNT TO USE FOR RATE CALCULATION \$ 16

NOTES:

1. Please indicate a negative number by use of brackets(). Deduct any overaccrual of taxes from prior year.
2. If facility is a non-profit which pays real estate taxes, you must attach a denial of an application for real estate tax exemption unless the building is rented from a for-profit entity.
This denial must be no more than four years old at the time the cost report is filed.

IMPORTANT NOTICE

TO: Long Term Care Facilities with Real Estate Tax Rates **RE:** 2000 REAL ESTATE TAX COST DOCUMENTATION

In order to set the real estate tax portion of the capital rate, it is necessary that we obtain additional information regarding your calendar 2000 real estate tax costs, as well as copies of your real estate tax bills for calendar 2000.

Please complete the Real Estate Tax Statement below and forward with a copy of your 2000 real estate tax bill to the Department of Public Aid, Office of Health Finance, 201 South Grand Avenue East, Springfield, Illinois 62763.

Please send these items in with your completed 2001 cost report. The cost report will not be considered complete and timely filed until this statement and the corresponding real estate tax bills are filed. If you have any questions, please call the Office of Health Finance at (217) 782-1630.

2000 LONG TERM CARE REAL ESTATE TAX STATEMENT

FACILITY NAME MENARD CONVALESCENT CENTER COUNTY MENARD

FACILITY IDPH LICENSE NUMBER 0003020

CONTACT PERSON REGARDING THIS REPORT JERRY W. JENNINGS

TELEPHONE 217-787-8530 FAX #: 217-787-9840

A. Summary of Real Estate Tax Cost

Enter the tax index number and real estate tax assessed for 2000 on the lines provided below. Enter only the portion of the cost that applies to the operation of the nursing home in Column D. Real estate tax applicable to any portion of the nursing home property which is vacant, rented to other organizations, or used for purposes other than long term care must not be entered in Column D. Do not include cost for any period other than calendar year 2000.

(A)	(B)	(C)	(D) <u>Tax</u> <u>Applicable to</u> <u>Nursing Home</u>
<u>Tax Index Number</u>	<u>Property Description</u>	<u>Total Tax</u>	
1. <u>11-14-219-006</u>	<u>MENARD CONVALESCENT CENTI</u>	\$ <u>96.80</u>	\$ <u>96.80</u>
2. <u>11-14-219-009</u>	<u>MENARD CONVALESCENT CENTI</u>	\$ <u>526.68</u>	\$ <u>526.68</u>
3. <u>11-14-227-001</u>	<u>MENARD CONVALESCENT CENTI</u>	\$ <u>823.74</u>	\$ <u>823.74</u>
4. <u>11-14-228-001</u>	<u>MENARD CONVALESCENT CENTI</u>	\$ <u>11,484.94</u>	\$ <u>11,484.94</u>
5. <u>11-14-228-002</u>	<u>MENARD CONVALESCENT CENTI</u>	\$ <u>465.52</u>	\$ <u>465.52</u>
6. <u>11-14-229-001</u>	<u>MENARD CONVALESCENT CENTI</u>	\$ <u>307.24</u>	\$ <u>307.24</u>
7. _____	_____	\$ _____	\$ _____
8. _____	_____	\$ _____	\$ _____
9. _____	_____	\$ _____	\$ _____
10. _____	_____	\$ _____	\$ _____
	TOTALS	\$ <u><u>13,704.92</u></u>	\$ <u><u>13,704.92</u></u>

B. Real Estate Tax Cost Allocations

Does any portion of the tax bill apply to more than one nursing home, vacant property, or property which is not directly used for nursing home services? YES X NO

If YES, attach an explanation & a schedule which shows the calculation of the cost allocated to the nursing home. (Generally the real estate tax cost must be allocated to the nursing home based upon sq. ft. of space used.)

C. Tax Bills

Attach a copy of the 2000 tax bills which were listed in Section A to this statement. Be sure to use the 2000 tax bill which is normally paid during 2001.

X. BUILDING AND GENERAL INFORMATION:

A. Square Feet:
19,211

B. General Construction Type:

Exterior
MASONRY

Frame
STEEL

Number of Stories
1

C. Does the Operating Entity?

☒ (a) Own the Facility
☐ (b) Rent from a Related Organization.
☐ (c) Rent from Completely Unrelated Organization.

(Facilities checking (a) or (b) must complete Schedule XI. Those checking (c) may complete Schedule XI or Schedule XII-A. See instructions.)

D. Does the Operating Entity?

☒ (a) Own the Equipment
☐ (b) Rent equipment from a Related Organization.
☐ (c) Rent equipment from Completely Unrelated Organization.

(Facilities checking (a) or (b) must complete Schedule XI-C. Those checking (c) may complete Schedule XI-C or Schedule XII-B. See instructions.)

E. List all other business entities owned by this operating entity or related to the operating entity that are located on or adjacent to this nursing home's grounds (such as, but not limited to, apartments, assisted living facilities, day training facilities, day care, independent living facilities, nurse aide training facilities, etc.) List entity name, type of business, square footage, and number of beds/units available (where applicable).

F. Does this cost report reflect any organization or pre-operating costs which are being amortized?

☐ YES
☒ NO

If so, please complete the following:

1. Total Amount Incurred:

2. Number of Years Over Which it is Being Amortized:

3. Current Period Amortization:

4. Dates Incurred:

Nature of Costs:

(Attach a complete schedule detailing the total amount of organization and pre-operating costs.)

XI. OWNERSHIP COSTS:

A. Land.

	1	2	3	4	
	Use	Square Feet	Year Acquired	Cost	
1	Nursing Home	93,436	1993-1994	\$ 9,919	1
2					2
3	TOTALS	93,436		\$ 9,919	3

Facility Name & ID Number MENARD CONVALESCENT CENTER# 0003020

Report Period Beginning:

12/1/00

Ending:

11/30/01

XI. OWNERSHIP COSTS (continued)**B. Building Depreciation-Including Fixed Equipment. (See instructions.) Round all numbers to nearest dollar.**

	1 Beds*	FOR OHF USE ONLY	2 Year Acquired	3 Year Constructed	4 Cost	5 Current Book Depreciation	6 Life in Years	7 Straight Line Depreciation	8 Adjustments	9 Accumulated Depreciation	
4	54		1966	1966	\$ 172,985	\$ 1,397	30	\$	(1,397)	\$ 172,985	4
5	32		1974	1974	148,705	1,754	30	(657)	(2,411)	148,705	5
6											6
7											7
8											8
	Improvement Type**										
9		LANDSCAPING		1966	5,308					5,308	9
10		FIRE DOORS		1979	1,433					1,433	10
11		FIRE DOORS		1981	8,340					8,340	11
12		BATHROOM		1984	7,335	293	30	245	(48)	4,287	12
13		AIR CONDITIONER		1984	1,100	44	8		(44)	1,100	13
14		ELECTRICAL & PLUMBING		1985	11,117	481	15	(368)	(849)	11,117	14
15		PLUMBING		1986	4,921	207	15	164	(43)	4,921	15
16		SMOKE DETECTORS		1986	10,445	439	25	418	(21)	6,479	16
17		AIR CONDITIONER		1986	2,235	94	10		(94)	2,235	17
18		PLUMBING		1986	1,145	48	20	57	9	884	18
19		ROOF		1987	6,362	233	20	318	85	4,611	19
20		WATER HEATER & WINDOWS		1988	6,530	207	15	435	228	6,150	20
21		NURSE CALL		1988	1,674	53	10	4	(49)	1,674	21
22		ROOF		1989	30,672	974	20	1,533	559	19,174	22
23		WATER HEATER & PARKING LOT		1989	11,502	365	15	767	402	9,587	23
24		FURNACE & FLOORING		1990	19,165	608	15	1,277	669	14,696	24
25		AIR CONDITIONER		1991	2,633	84	15	176	92	1,848	25
26		PLUMBING FAUCETS		1992	8,909	283	15	594	311	5,643	26
27		DOOR ALARM		1992	1,572	50	20	79	29	868	27
28		WATER HEATER & GARAGE DOOR		1993	4,348	138	15	290	152	2,465	28
29		WATER HEATER & PLUMBING		1994	5,074	130	15	338	208	2,535	29
30		LANDSCAPING		1994	3,900	260	15	260		1,885	30
31		AIR CONDITIONER & ROOF		1995	7,049	181	15	470	289	3,055	31
32		REMODEL BATHROOMS-TILE, CEILING, FIXTURES		1996	19,751	507	15	1,317	810	7,243	32
33		AIR CONDITIONER		1997	1,710	44	15	114	70	513	33
34		FIRE DAMPERS		1998	4,076	105	15	272	167	952	34
35		FURNACE		1998	2,200	56	15	147	91	514	35
36		GREASE TRAP		1999	2,824	72	15	188	116	470	36

*Total beds on this schedule must agree with page 2.

**Improvement type must be detailed in order for the cost report to be considered complete.

See Page 12A, Line 70 for total

XI. OWNERSHIP COSTS (continued)

B. Building Depreciation-Including Fixed Equipment. (See instructions.) Round all numbers to nearest dollar.

1 Improvement Type**		3 Year Constructed	4 Cost	5 Current Book Depreciation	6 Life in Years	7 Straight Line Depreciation	8 Adjustments	9 Accumulated Depreciation	
37			\$	\$		\$	\$	\$	37
38									38
39									39
40									40
41									41
42									42
43									43
44									44
45									45
46									46
47									47
48									48
49									49
50									50
51									51
52									52
53									53
54									54
55									55
56									56
57									57
58									58
59									59
60									60
61									61
62									62
63									63
64									64
65									65
66									66
67									67
68									68
69									69
70	TOTAL (lines 4 thru 69)		\$ 515,020	\$ 9,107		\$ 8,438	\$ (669)	\$ 451,677	70

**Improvement type must be detailed in order for the cost report to be considered complete.

C. Equipment Depreciation-Excluding Transportation. (See instructions.)

	Category of Equipment	1 Cost	Current Book Depreciation 2	Straight Line Depreciation 3	4 Adjustments	Component Life 5	Accumulated Depreciation 6	
71	Purchased in Prior Years	\$ 116,827	\$ 9,752	\$ 11,185	\$ 1,433	VARIOUS	\$ 59,260	71
72	Current Year Purchases	1,847	264	77	(187)	VARIOUS	77	72
73	Fully Depreciated Assets	138,283					138,283	73
74	Assets No Longer in Service	(73,230)					(73,230)	74
75	TOTALS	\$ 183,727	\$ 10,016	\$ 11,262	\$ 1,246		\$ 124,390	75

D. Vehicle Depreciation (See instructions.)*

	1 Use	Model, Make and Year 2	Year Acquired 3	4 Cost	Current Book Depreciation 5	Straight Line Depreciation 6	7 Adjustments	Life in Years 8	Accumulated Depreciation 9	
76				\$	\$	\$	\$		\$	76
77										77
78										78
79										79
80	TOTALS			\$	\$	\$	\$		\$	80

E. Summary of Care-Related Assets

	1 Reference	2 Amount	
81	Total Historical Cost (line 3, col.4 + line 70, col.4 + line 75, col.1 + line 80, col.4) + (Pages 12B thru 12I, if applicable)	\$ 708,666	81
82	Current Book Depreciation (line 70, col.5 + line 75, col.2 + line 80, col.5) + (Pages 12B thru 12I, if applicable)	\$ 19,123	82
83	Straight Line Depreciation (line 70, col.7 + line 75, col.3 + line 80, col.6) + (Pages 12B thru 12I, if applicable)	\$ 19,700	83 **
84	Adjustments (line 70, col.8 + line 75, col.4 + line 80, col.7) + (Pages 12B thru 12I, if applicable)	\$ 577	84
85	Accumulated Depreciation (line 70, col.9 + line 75, col.6 + line 80, col.9) + (Pages 12B thru 12I, if applicable)	\$ 576,067	85

F. Depreciable Non-Care Assets Included in General Ledger. (See instructions.)

	1 Description & Year Acquired	2 Cost	Current Book Depreciation 3	Accumulated Depreciation 4	
86		\$	\$	\$	86
87					87
88					88
89					89
90					90
91	TOTALS	\$	\$	\$	91

G. Construction-in-Progress

	Description	Cost	
92		\$	92
93			93
94			94
95		\$	95

* Vehicles used to transport residents to & from day training must be recorded in XI-F, not XI-D.

** This must agree with Schedule V line 30, column 8.

XII. RENTAL COSTS

A. Building and Fixed Equipment (See instructions.)

1. Name of Party Holding Lease: **N/A**

2. Does the facility also pay real estate taxes in addition to rental amount shown below on line 7, column 4?

If NO, see instructions.

☐ YES ☐ NO

		1 Year Constructed	2 Number of Beds	3 Date of Lease	4 Rental Amount	5 Total Years of Lease	6 Total Years Renewal Option*	
3	Original Building:				\$			3
4	Additions							4
5								5
6								6
7	TOTAL				\$			7

8. List separately any amortization of lease expense included on page 4, line 34.

This amount was calculated by dividing the total amount to be amortized
by the length of the lease .

9. Option to Buy: ☐ YES ☐ NO Terms: *

B. Equipment-Excluding Transportation and Fixed Equipment. (See instructions.)

15. Is Movable equipment rental included in building rental?

☐ YES ☐ NO

16. Rental Amount for movable equipment: \$ Description:

(Attach a schedule detailing the breakdown of movable equipment)

C. Vehicle Rental (See instructions.)

	1 Use	2 Model Year and Make	3 Monthly Lease Payment	4 Rental Expense for this Period	
17			\$	\$	17
18					18
19					19
20					20
21	TOTAL		\$	\$	21

10. Effective dates of current rental agreement:

Beginning

Ending

11. Rent to be paid in future years under the current rental agreement:

Fiscal Year Ending Annual Rent

12. /2002 \$

13. /2003 \$

14. /2004 \$

* If there is an option to buy the building, please provide complete details on attached schedule.

** This amount plus any amortization of lease expense must agree with page 4, line 34.

A. TYPE OF TRAINING PROGRAM (If aides are trained in another facility program, attach a schedule listing the facility name, address and cost per aide trained in that facility.)

1. HAVE YOU TRAINED AIDES DURING THIS REPORT PERIOD? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If "yes", please complete the remainder of this schedule. If "no", provide an explanation as to why this training was not necessary.	2. CLASSROOM PORTION: IN-HOUSE PROGRAM <input type="checkbox"/> IN OTHER FACILITY <input checked="" type="checkbox"/> COMMUNITY COLLEGE <input type="checkbox"/> HOURS PER AIDE <u>84</u>	3. CLINICAL PORTION: IN-HOUSE PROGRAM <input type="checkbox"/> IN OTHER FACILITY <input checked="" type="checkbox"/> HOURS PER AIDE <u>40</u>
---	--	---

B. EXPENSES

ALLOCATION OF COSTS (d)

		1	2	3	4
		Facility			
		Drop-outs	Completed	Contract	Total
1	Community College Tuition	\$	\$	\$	\$
2	Books and Supplies		86		86
3	Classroom Wages (a)	1,132	1,144		2,276
4	Clinical Wages (b)	173	1,048		1,221
5	In-House Trainer Wages (c)				
6	Transportation		482		482
7	Contractual Payments	1,036	2,914		3,950
8	Nurse Aide Competency Tests		250		250
9	TOTALS	\$ 2,341	\$ 5,924	\$	\$ 8,265
10	SUM OF line 9, col. 1 and 2 (e)	\$ 8,265			

C. CONTRACTUAL INCOME

In the box below record the amount of income your facility received training aides from other facilities.

\$

D. NUMBER OF AIDES TRAINED

COMPLETED	
1. From this facility	5
2. From other facilities (f)	
DROP-OUTS	
1. From this facility	3
2. From other facilities (f)	
TOTAL TRAINED	8

- (a) Include wages paid during the classroom portion of training. Do not include fringe benefits.
 (b) Include wages paid during the clinical portion of training. Do not include fringe benefits.
 (c) For in-house training programs only. Do not include fringe benefits.
 (d) Allocate based on if the aide is from your facility or is being contracted to be trained in your facility. Drop-out costs can only be for costs incurred by your own aides.

- (e) The total amount of Drop-out and Completed Costs for your own aides must agree with Sch. V, line 13, col. 8.
 (f) Attach a schedule of the facility names and addresses of those facilities for which you trained aides.

XIV. SPECIAL SERVICES (Direct Cost) (See instructions.)

		1	2	3	4	5	6	7	8	
	Service	Schedule V Line & Column Reference	Staff		Outside Practitioner (other than consultant)		Supplies (Actual or Allocated)	Total Units (Column 2 + 4)	Total Cost (Col. 3 + 5 + 6)	
			Units of Service	Cost	Units	Cost				
1	Licensed Occupational Therapist		hrs	\$	762	\$ 34,818	\$	762	\$ 34,818	1
2	Licensed Speech and Language Development Therapist		hrs		193	6,097		193	6,097	2
3	Licensed Recreational Therapist		hrs							3
4	Licensed Physical Therapist		hrs		1,288	61,151		1,288	61,151	4
5	Physician Care		visits							5
6	Dental Care		visits							6
7	Work Related Program		hrs							7
8	Habilitation		hrs							8
9	Pharmacy		# of prescripts				40,649		40,649	9
10	Psychological Services (Evaluation and Diagnosis/ Behavior Modification)		hrs							10
11	Academic Education		hrs							11
12	Exceptional Care Program									12
13	Other (specify): Oxygen, Labs, X-ray, MC Supp.						13,610		13,610	13
14	TOTAL			\$	2,243	\$ 102,066	\$ 54,259	2,243	\$ 156,325	14

NOTE: This schedule should include fees (other than consultant fees) paid to licensed practitioners. Consultant fees should be detailed on Schedule XVIII-B. Salaries of unlicensed practitioners, such as nurse aides, who help with the above activities should not be listed on this schedule.

This report must be completed even if financial statements are attached.

		1 Operating	2 After Consolidation*	
	A. Current Assets			
1	Cash on Hand and in Banks	\$ 97,216	\$	1
2	Cash-Patient Deposits			2
3	Accounts & Short-Term Notes Receivable-Patients (less allowance)	348,815		3
4	Supply Inventory (priced at)			4
5	Short-Term Investments			5
6	Prepaid Insurance	40,341		6
7	Other Prepaid Expenses	533		7
8	Accounts Receivable (owners or related parties)			8
9	Other(specify):			9
10	TOTAL Current Assets (sum of lines 1 thru 9)	\$ 486,905	\$	10
	B. Long-Term Assets			
11	Long-Term Notes Receivable			11
12	Long-Term Investments			12
13	Land	9,919		13
14	Buildings, at Historical Cost	515,020		14
15	Leasehold Improvements, at Historical Cost			15
16	Equipment, at Historical Cost	252,502		16
17	Accumulated Depreciation (book methods)	(637,582)		17
18	Deferred Charges			18
19	Organization & Pre-Operating Costs			19
20	Accumulated Amortization - Organization & Pre-Operating Costs			20
21	Restricted Funds			21
22	Other Long-Term Assets (specify):			22
23	Other(specify):			23
24	TOTAL Long-Term Assets (sum of lines 11 thru 23)	\$ 139,859	\$	24
25	TOTAL ASSETS (sum of lines 10 and 24)	\$ 626,764	\$	25

		1 Operating	2 After Consolidation*	
	C. Current Liabilities			
26	Accounts Payable	\$ 65,641	\$	26
27	Officer's Accounts Payable			27
28	Accounts Payable-Patient Deposits			28
29	Short-Term Notes Payable			29
30	Accrued Salaries Payable	27,355		30
31	Accrued Taxes Payable (excluding real estate taxes)	2,580		31
32	Accrued Real Estate Taxes(Sch.IX-B)	12,562		32
33	Accrued Interest Payable			33
34	Deferred Compensation			34
35	Federal and State Income Taxes	3,212		35
	Other Current Liabilities(specify):			
36				36
37				37
38	TOTAL Current Liabilities (sum of lines 26 thru 37)	\$ 111,350	\$	38
	D. Long-Term Liabilities			
39	Long-Term Notes Payable			39
40	Mortgage Payable			40
41	Bonds Payable			41
42	Deferred Compensation			42
	Other Long-Term Liabilities(specify):			
43				43
44				44
45	TOTAL Long-Term Liabilities (sum of lines 39 thru 44)	\$	\$	45
46	TOTAL LIABILITIES (sum of lines 38 and 45)	\$ 111,350	\$	46
47	TOTAL EQUITY(page 18, line 24)	\$ 515,414	\$	47
48	TOTAL LIABILITIES AND EQUITY (sum of lines 46 and 47)	\$ 626,764	\$	48

*(See instructions.)

XVI. STATEMENT OF CHANGES IN EQUITY

		1 Total	
1	Balance at Beginning of Year, as Previously Reported	\$ 424,518	1
2	Restatements (describe):		2
3			3
4			4
5			5
6	Balance at Beginning of Year, as Restated (sum of lines 1-5)	\$ 424,518	6
	A. Additions (deductions):		
7	NET Income (Loss) (from page 19, line 43)	206,896	7
8	Aquisitions of Pooled Companies		8
9	Proceeds from Sale of Stock		9
10	Stock Options Exercised		10
11	Contributions and Grants		11
12	Expenditures for Specific Purposes		12
13	Dividends Paid or Other Distributions to Owners	(116,000)	13
14	Donated Property, Plant, and Equipment		14
15	Other (describe)		15
16	Other (describe)		16
17	TOTAL Additions (deductions) (sum of lines 7-16)	\$ 90,896	17
	B. Transfers (Itemize):		
18			18
19			19
20			20
21			21
22			22
23	TOTAL Transfers (sum of lines 18-22)	\$	23
24	BALANCE AT END OF YEAR (sum of lines 6 + 17 + 23)	\$ 515,414	24 *

* This must agree with page 17, line 47.

XVII. INCOME STATEMENT (attach any explanatory footnotes necessary to reconcile this schedule to Schedules V and VI.) All required classifications of revenue and expense must be provided on this form, even if financial statements are attached.
Note: This schedule should show gross revenue and expenses. Do not net revenue against expense.

		1	
Revenue		Amount	
A. Inpatient Care			
1	Gross Revenue -- All Levels of Care	\$ 1,783,669	1
2	Discounts and Allowances for all Levels	()	2
3	SUBTOTAL Inpatient Care (line 1 minus line 2)	\$ 1,783,669	3
B. Ancillary Revenue			
4	Day Care		4
5	Other Care for Outpatients		5
6	Therapy	29,692	6
7	Oxygen	8,170	7
8	SUBTOTAL Ancillary Revenue (lines 4 thru 7)	\$ 37,862	8
C. Other Operating Revenue			
9	Payments for Education		9
10	Other Government Grants		10
11	Nurses Aide Training Reimbursements	4,858	11
12	Gift and Coffee Shop		12
13	Barber and Beauty Care		13
14	Non-Patient Meals		14
15	Telephone, Television and Radio		15
16	Rental of Facility Space		16
17	Sale of Drugs		17
18	Sale of Supplies to Non-Patients		18
19	Laboratory		19
20	Radiology and X-Ray		20
21	Other Medical Services		21
22	Laundry		22
23	SUBTOTAL Other Operating Revenue (lines 9 thru 22)	\$ 4,858	23
D. Non-Operating Revenue			
24	Contributions		24
25	Interest and Other Investment Income***	2,350	25
26	SUBTOTAL Non-Operating Revenue (lines 24 and 25)	\$ 2,350	26
E. Other Revenue (specify):****			
27	Settlement Income (Insurance, Legal, Etc.)		27
28	Vending 2137, Admit Fees 540, W/A 42	2,719	28
28a	Bad Debt Recovery 800, Old checks 111	911	28a
29	SUBTOTAL Other Revenue (lines 27, 28 and 28a)	\$ 3,630	29
30	TOTAL REVENUE (sum of lines 3, 8, 23, 26 and 29)	\$ 1,832,369	30

		2	
Expenses		Amount	
A. Operating Expenses			
31	General Services	317,516	31
32	Health Care	788,241	32
33	General Administration	439,955	33
B. Capital Expense			
34	Ownership	32,676	34
C. Ancillary Expense			
35	Special Cost Centers		35
36	Provider Participation Fee	47,085	36
D. Other Expenses (specify):			
37			37
38			38
39			39
40	TOTAL EXPENSES (sum of lines 31 thru 39)*	\$ 1,625,473	40
41	Income before Income Taxes (line 30 minus line 40)**	206,896	41
42	Income Taxes		42
43	NET INCOME OR LOSS FOR THE YEAR (line 41 minus line 42)	\$ 206,896	43

* This must agree with page 4, line 45, column 4.

** Does this agree with taxable income (loss) per Federal Income Tax Return? NO If not, please attach a reconciliation.

*** See the instructions. If this total amount has not been offset against interest expense on Schedule V, line 32, please include a detailed explanation.

****Provide a detailed breakdown of "Other Revenue" on an attached sheet.

Facility Name & ID Number **MENARD CONVALESCENT CENTER**# **0003020**Report Period Beginning: **12/1/00**

Ending:

11/30/01**XVIII. A. STAFFING AND SALARY COSTS (Please report each line separately.)**

(This schedule must cover the entire reporting period.)

		1	2**	3	4	
		# of Hrs. Actually Worked	# of Hrs. Paid and Accrued	Reporting Period Total Salaries, Wages	Average Hourly Wage	
1	Director of Nursing	2,000	2,080	\$ 40,204	\$ 19.33	1
2	Assistant Director of Nursing					2
3	Registered Nurses	4,227	4,774	83,989	17.59	3
4	Licensed Practical Nurses	8,846	9,462	112,791	11.92	4
5	Nurse Aides & Orderlies	33,283	34,232	256,687	7.50	5
6	Nurse Aide Trainees	668	668	3,497	5.24	6
7	Licensed Therapist					7
8	Rehab/Therapy Aides	2,008	2,156	17,711	8.21	8
9	Activity Director	1,974	2,078	13,971	6.72	9
10	Activity Assistants	2,071	2,118	13,720	6.48	10
11	Social Service Workers					11
12	Dietician					12
13	Food Service Supervisor	1,914	2,079	20,015	9.63	13
14	Head Cook					14
15	Cook Helpers/Assistants	8,993	9,347	58,316	6.24	15
16	Dishwashers					16
17	Maintenance Workers	3,519	3,670	24,732	6.74	17
18	Housekeepers	4,502	4,568	23,852	5.22	18
19	Laundry	2,452	2,465	14,729	5.98	19
20	Administrator	2,000	2,080	46,406	22.31	20
21	Assistant Administrator					21
22	Other Administrative					22
23	Office Manager					23
24	Clerical	1,970	2,088	20,942	10.03	24
25	Vocational Instruction					25
26	Academic Instruction					26
27	Medical Director	300	300	12,101	40.34	27
28	Qualified MR Prof. (QMRP)					28
29	Resident Services Coordinator					29
30	Habilitation Aides (DD Homes)					30
31	Medical Records					31
32	Other Health Care(specify)					32
33	Other(specify) <u>Utility Workers</u>	2,788	2,850	14,748	5.17	33
34	TOTAL (lines 1 - 33)	83,515	87,015	\$ 778,411 *	\$ 8.95	34

* This total must agree with page 4, column 1, line 45.

** See instructions.

B. CONSULTANT SERVICES

		1	2	3	
		Number of Hrs. Paid & Accrued	Total Consultant Cost for Reporting Period	Schedule V Line & Column Reference	
35	Dietary Consultant	144	\$ 4,326	1-3	35
36	Medical Director	100	5,000	9-3	36
37	Medical Records Consultant	16	515	10-3	37
38	Nurse Consultant	64	1,949	10-3	38
39	Pharmacist Consultant	48	774	10-3	39
40	Physical Therapy Consultant				40
41	Occupational Therapy Consultant				41
42	Respiratory Therapy Consultant				42
43	Speech Therapy Consultant				43
44	Activity Consultant				44
45	Social Service Consultant	52	2,962	13-3	45
46	Other(specify) <u>Administrative Cons.</u>	292	8,064	17-3	46
47					47
48					48
49	TOTAL (lines 35 - 48)	716	\$ 23,590		49

C. CONTRACT NURSES

		1	2	3	
		Number of Hrs. Paid & Accrued	Total Contract Wages	Schedule V Line & Column Reference	
50	Registered Nurses	46	\$ 1,870	10-3	50
51	Licensed Practical Nurses	606	15,212	10-3	51
52	Nurse Aides	156	2,666	10-3	52
53	TOTAL (lines 50 - 52)	808	\$ 19,748		53

A. Administrative Salaries				D. Employee Benefits and Payroll Taxes				F. Dues, Fees, Subscriptions and Promotions							
Name		Function	Ownership %	Amount		Description		Amount		Description		Amount			
STEVEN TERRITO		ADMINISTRATOR	0	\$ 46,406		Workers' Compensation Insurance		\$ 39,421		IDPH License Fee		\$ 200			
						Unemployment Compensation Insurance		6,397		Advertising: Employee Recruitment		1,493			
						FICA Taxes		57,785		Health Care Worker Background Check (Indicate # of checks performed 26)		312			
						Employee Health Insurance				YELLOW PAGES		275			
						Employee Meals				PUBLIC RELATIONS		1,599			
						Illinois Municipal Retirement Fund (IMRF)*				FOOD PERMIT		100			
						EMPLOYEE CAFETERIA PLAN		25,631		ADMINISTRATOR LICENSE		100			
						EMPLOYEE LIFE INSURANCE		1,784		FRANCHISE FEE		105			
						HOLIDAY PARTY		337		NURSING HOME MNGS. ALLOCATION		91			
						GIFT CERTIFICATES		945		Less: Public Relations Expense		(1,599)			
						HBV VACCINE		1,396		Non-allowable advertising (
						NURSING HOME MANAGERS ALLOCATION		7,735		Yellow page advertising		(275)			
						TOTAL (agree to Schedule V, line 22, col.8)		\$ 141,431		TOTAL (agree to Sch. V, line 20, col. 8)		\$ 2,401			
B. Administrative - Other				E. Schedule of Non-Cash Compensation Paid to Owners or Employees				G. Schedule of Travel and Seminar**							
Description				Amount		Description		Line #		Amount		Description		Amount	
ADMINISTRATIVE CONSULTANT				\$ 8,064		HOLIDAY PARTY		22		\$ 337		Out-of-State Travel		\$	
						GIFT CERTIFICATES		22		945					
						HBV VACCINES		22		1,396					
												In-State Travel			
												ADMINISTRATOR TRAVEL		526	
												NURSING HOME MNGS ALLOCATION		503	
												Seminar Expense			

* Attach copy of IMRF notifications

**See instructions.

XIX-H. SUPPORT SCHEDULE - DEFERRED MAINTENANCE COSTS (which have been included in Sch. V, line 6, col. 3).
(See instructions.)

[illegible]

Facility Name & ID Number **MENARD CONVALESCENT CENTER**

STATE OF ILLINOIS

0003020

Report Period Beginning:

12/1/00

Ending:

Page 23

11/30/01

XX. GENERAL INFORMATION:

- (1) Are nursing employees (RN, LPN, NA) represented by a union? NO
- (2) Are there any dues to nursing home associations included on the cost report? NO
If YES, give association name and amount. _____
- (3) Did the nursing home make political contributions or payments to a political action organization? NO If YES, have these costs been properly adjusted out of the cost report? _____
- (4) Does the bed capacity of the building differ from the number of beds licensed at the end of the fiscal year? NO If YES, what is the capacity? _____
- (5) Have you properly capitalized all major repairs and equipment purchases? YES
What was the average life used for new equipment added during this period? 8 YRS
- (6) Indicate the total amount of both disposable and non-disposable diaper expense and the location of this expense on Sch. V. \$ 165 Line 10
- (7) Have all costs reported on this form been determined using accounting procedures consistent with prior reports? YES If NO, attach a complete explanation.
- (8) Are you presently operating under a sale and leaseback arrangement? NO
If YES, give effective date of lease. _____
- (9) Are you presently operating under a sublease agreement? _____ YES X NO
- (10) Was this home previously operated by a related party (as is defined in the instructions for Schedule VII)? YES _____ NO X If YES, please indicate name of the facility, IDPH license number of this related party and the date the present owners took over.

- (11) Indicate the amount of the Provider Participation Fees paid and accrued to the Department of Public Aid during this cost report period. \$ 47,085
This amount is to be recorded on line 42 of Schedule V.
- (12) Are there any salary costs which have been allocated to more than one line on Schedule V for an individual employee? YES If YES, attach an explanation of the allocation.
- (13) Have costs for all supplies and services which are of the type that can be billed to the Department of Public Aid, in addition to the daily rate, been properly classified in the Ancillary Section of Schedule V? YES
- (14) Is a portion of the building used for any function other than long term care services for the patient census listed on page 2, Section B? NO For example, is a portion of the building used for rental, a pharmacy, day care, etc.) If YES, attach a schedule which explains how all related costs were allocated to these functions.
- (15) Indicate the cost of employee meals that has been reclassified to employee benefits on Schedule V. \$ 0 Has any meal income been offset against related costs? N/A Indicate the amount. \$ _____
- (16) Travel and Transportation
a. Are there costs included for out-of-state travel? NO
If YES, attach a complete explanation.
b. Do you have a separate contract with the Department to provide medical transportation for residents? NO If YES, please indicate the amount of income earned from such a program during this reporting period. \$ _____
c. What percent of all travel expense relates to transportation of nurses and patients? 0
d. Have vehicle usage logs been maintained? N/A
e. Are all vehicles stored at the nursing home during the night and all other times when not in use? N/A
f. Has the cost for commuting or other personal use of autos been adjusted out of the cost report? N/A
g. Does the facility transport residents to and from day training? NO
Indicate the amount of income earned from providing such transportation during this reporting period. \$ _____
- (17) Has an audit been performed by an independent certified public accounting firm? NO
Firm Name: _____ The instructions for the cost report require that a copy of this audit be included with the cost report. Has this copy been attached? _____ If no, please explain. _____
- (18) Have all costs which do not relate to the provision of long term care been adjusted out of Schedule V? YES
- (19) If total legal fees are in excess of \$2500, have legal invoices and a summary of services performed been attached to this cost report? N/A
Attach invoices and a summary of services for all architect and appraisal fees.

SCHEDULE V

PAGE 3 LINE 27 COLUMN 3
OTHER COSTS

RT TAX	\$ 3,212
SALES TAX	\$ 1,727
BAD DEBT	\$ 392
	<u>\$ 5,331</u>

SCHEDULE XI

PAGE 13 SECTION E
RECONCILIATION OF DEPRECIATION

LINE 83	\$ 19,700
NURSING HOME MANAGERS ALLOCATION	<u>\$ 1,195</u>
SCHEDULE V LINE 30 COLUMN 8	<u>\$ 20,895</u>

COLUMN 5 RECLASSIFICATION

RECLASS FROM:

		LINE #
LABS	\$ (488)	10
X-RAY	\$ (1,508)	10
MEDICARE DRUGS	\$ (40,649)	10
MEDICARE SUPPLIES	\$ (166)	10
OXYGEN	\$ (11,448)	10
PHYSICAL THERAPY	\$ (61,151)	10A
SPEECH THERAPY	\$ (6,097)	10A
OCCUPATIONAL THERAPY	<u>\$ (34,818)</u>	10A

RECLASS TO: ANCILLARY	<u>\$ 156,325</u>	39
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RECLASS TO:

NURSE CONSULTANT TRAVEL	\$ 269	10
ADMINISTRATIVE CONSULTANT TRAVEL	<u>\$ 1,382</u>	17

RECLASS FROM: TRAVEL	<u>\$ (1,651)</u>	24
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MENARD CONVALESCENT CENTER

0003020

12/1/00 TO 11/30/01

PAGE 25

SCHEDULE XVII PAGE 19 LINE 41
RECONCILIATION OF INCOME

NET INCOME	\$ 206,896
* ACCRUED MANAGEMENT FEE 11/00	\$ (8,769)
* ACCRUED MANAGEMENT FEE 11/01	\$ 13,621
INTEREST INCOME PASSED DIRECTLY TO STOCKHOLDERS	<u>\$ (2,350)</u>
	<u><u>\$ 209,398</u></u>

SCHEDULE XIII
PAGE 15

TRAINED AT: SUNRISE MANOR OF VIRDEN, INC
333 S. WRIGHTSMAN
VIRDEN, IL 62690

COST PER AIDE TRAINED 8 @ \$504.50

PAGE 23 QUESTION 12

* RELATED PARTY ACCOUNTS PAYABLE NOT ALLOWED
FOR TAX PURPOSES INCLUDED HERE FOR CONSISTENCY
WITH PRIOR COST REPORTS AND TO CONFORM TO
ACCRUAL ACCOUNTING METHODS

SALARY COSTS ALLOCATED TO DEPARTMENTS WORKED
BASED UPON TIME CARDS

SCHEDULE VII - PAGE 6, LINE 2

CENTRAL OFFICE COST ALLOCATION
MENARD
2000

[illegible]

ALLOCATION PERCENTAGES
USED ON MONTHLY ALLOCATIONS - PAGE 27

OCCUPIED DAYS 2000	D'ADR	HLTP	JVILLE	MEAD M	MMW	MENARD	SUNRISE	TOTAL
JANUARY	2453	1828	2186	1874	663	1482	2008	12494
FEBRUAR	2205	1686	2168	1746	597	1442	1996	11840
MARCH	2383	1773	2434	1904	604	1569	2285	12952
APRIL	2273	1671	2387	1783	641	1496	2155	12406
MAY	2301	1691	2252	1910	600	1448	2073	12275
JUNE	2211	1730	2175	1793	603	1426	1906	11844
JULY	2317	1823	2396	1846	652	1459	1889	12382
AUGUST	2249	1817	2342	1861	673	1516	1966	12424
SEPTEM	2163	1790	2174	1709	665	1606	1899	12006
OCTOBER	2249	1815	2246	1709	627	1766	1986	12398
NOVEMBE	2288	1675	2189	1590	594	1689	2002	12027
DECEMBE	2294	1678	2228	1642	668	1664	2130	12304
TOTAL	27386	20977	27177	21367	7587	18563	24295	147352 147352

ALLOCATION PERCENTAGE 2000	D'ADR	HLTP	JVILLE	MEAD M	MENARD	SUNRISE	TOTAL
JANUARY	0.196334	0.14631	0.174964	0.203057	0.118617	0.160717	1
FEBRUARY	0.186233	0.142399	0.183108	0.197889	0.121791	0.168581	1
MARCH	0.183987	0.13689	0.187925	0.193638	0.12114	0.176421	1
APRIL	0.183218	0.134693	0.192407	0.195389	0.120587	0.173706	1
MAY	0.187454	0.13776	0.183462	0.204481	0.117963	0.16888	1
JUNE	0.186677	0.146066	0.183637	0.202297	0.120399	0.160925	1
JULY	0.187126	0.14723	0.193507	0.201744	0.117832	0.15256	1
AUGUST	0.181021	0.146249	0.188506	0.20396	0.122022	0.158242	1
SEPTEMBER	0.18016	0.149092	0.181076	0.197734	0.133766	0.158171	1
OCTOBER	0.1814	0.146395	0.181158	0.188417	0.142442	0.160187	1
NOVEMBER	0.190239	0.13927	0.182007	0.181591	0.140434	0.166459	1
DECEMBER	0.186443	0.136378	0.181079	0.187744	0.135241	0.173114	1

OCCUPIED DAYS 2001	D'ADR	HLTP	JVILLE	MEAD M	MMW	MENARD	SUNRISE	TOTAL
JANUARY	2,278	1,698	2,136	1,630	595	1,701	2,074	12,112
FEBRUAR	2,100	1,570	2,067	1,408	518	1,538	1,875	11,076
MARCH	2,277	1,656	2,349	1,605	558	1,660	2,366	12,471
APRIL	2,198	1,578	2,311	1,461	560	1,563	2,419	12,090
MAY	2,210	1,727	2,404	1,535	543	1,568	2,491	12,478
JUNE	2,141	1,615	2,368	1,691	304	1,673	2,417	12,209
JULY	2,114	1,602	2,434	2,119	0	1,702	2,441	12,412
AUGUST	1,947	1,692	2,387	2,112	0	1,697	2,317	12,152
SEPTEM	1,768	1,761	2,359	2,027	0	1,652	2,193	11,760
OCTOBER	1,815	1,800	2,546	2,012	0	1,548	2,354	12,075
NOVEMBE	1,733	1,731	2,510	1,897	0	1,432	2,325	11,628
DECEMBE	1,777	1,581	2,529	1,845	0	1,421	2,430	11,583
TOTAL	24,358	20,011	28,400	21,342	3,078	19,155	27,702	144,046 144,046

ALLOCATION PERCENTAGE 2001	D'ADR	HLTP	JVILLE	MEAD M	MENARD	SUNRISE	TOTAL
JANUARY	18.81%	14.02%	17.64%	18.37%	14.04%	17.12%	100.00%
FEBRUARY	18.96%	14.17%	18.66%	17.39%	13.89%	16.93%	100.00%
MARCH	18.26%	13.28%	18.84%	17.34%	13.31%	18.97%	100.00%
APRIL	18.18%	13.05%	19.11%	16.72%	12.93%	20.01%	100.00%
MAY	17.71%	13.84%	19.27%	16.65%	12.57%	19.96%	100.00%
JUNE	17.54%	13.23%	19.40%	16.34%	13.70%	19.80%	100.00%
JULY	17.03%	12.91%	19.61%	17.07%	13.71%	19.67%	100.00%
AUGUST	16.02%	13.92%	19.64%	17.38%	13.96%	19.07%	100.00%
SEPTEMBER	15.03%	14.97%	20.06%	17.24%	14.05%	18.65%	100.00%
OCTOBER	15.03%	14.91%	21.08%	16.66%	12.82%	19.49%	100.00%
NOVEMBER	14.90%	14.89%	21.59%	16.31%	12.32%	19.99%	100.00%
DECEMBER	15.34%	13.65%	21.83%	15.93%	12.27%	20.98%	100.00%